

Family Housing Brochure



Hurlburt Field, Florida

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HURLBURT FIELD FAMILY HOUSING BROCHURE

INTRODUCTION -- Welcome to Hurlburt Field's Family Housing! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, and yours. The following pages explain Air Force responsibility for your home, as well as what we expect from you. If you are considerate of your neighbors and treat your home as a prudent owner would, we assure your relationships in housing will be enhanced at all levels. Because your home represents a substantial investment by the United States Government, as well as taxpayers, we must diligently work together to care for your home and property. You will acknowledge receipt of this housing brochure on the AF Form 227 sign for your quarters and pick up your keys.

NOTE: 2010 changes identified by an asterisk (*).

Section A--Air Force Responsibilities

In support of your government-owned home, or government leased home, the installation will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, and grounds maintenance for common areas (see GROUNDS CARE below).

INITIAL INSPECTION: This inspection is performed by you after being issued the keys to your house. Using the AF Form 227 (Quarters Condition Inspection Report) as a guide, carefully review each item. Identify items/areas that you believe are in less than optimal condition and annotate the AF Form 227. Return this form to the housing office not later than 10 duty days after receipt. A housing representative will respond to your quarters, if desired. Unserviceable items should also be immediately referred to housing maintenance for repair.

MAINTENANCE AND REPAIRS: The Base Civil Engineer has primary responsibility for maintaining your home. Maintenance and repair is accomplished through a housing maintenance contractor. To request repairs, the service call telephone number is 581-2135. When you contact housing maintenance, you will receive a job order number and an approximate date and time the work will be done. A responsible adult 18 years of age, or older, must be present when work is performed. There are three categories of service: emergency, urgent and routine. The category determines when you can expect service to be scheduled. ***If you experience a plumbing problem resulting in flooding to the interior of your home during after-duty hours/weekends/holidays call 884-6683, as well as, 581-2135.*** The 884-6683 number will ring into the Hurlburt Fire Department. Advise them of the flooding problem and ask for assistance in turning off the main water supply to the house. They'll respond and stop the flow of water, which will prevent additional damages to the house, as well as, your personal property. Do not forget to call the Maintenance Contractor, 581-2135, so their emergency technician can respond and determine appropriate repairs necessary to bring your unit back on line.

Service Call	Response Time	Defined As
Emergency	1 hour, and complete within 24 hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent	24 hours, complete in 7 days	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine	3 days, complete in 14 days	Work of a routine nature that does not meet the criteria of emergency or urgent.

REFUSE COLLECTION AND DISPOSAL

Trash pick-up is twice each week for your area.

Main Base		Commando Village	
<i>Refuse</i>	<i>Monday/Thursday</i>	<i>Brown container</i>	<i>Tuesday/Friday</i>
<i>Yard Waste</i>	<i>Wednesday</i>	<i>Green container</i>	<i>Wednesday</i>
<i>Recyclables</i>	<i>Tuesday</i>	<i>Blue container</i>	<i>Friday</i>
<i>Bulk Items</i>	<i>Monday/Thursday</i>		<i>Tuesday/Friday</i>

Recycling is mandatory on Hurlburt Field. Garbage and recyclable containers are government-provided. You are responsible for cleaning these containers. Place trash and garbage exceeding the garbage can capacity in a plastic bag, bundle or tie it up, and place it at curbside the morning of pick-up service. The Base Civil Engineer will dispose of dead animals (other than house pets) found on base. Call 884-6173.

LOCKOUTS: An emergency key is maintained for your home at the Housing Office (884-7505) during duty hours and the Fire Station (884-6683) after duty hours. You are responsible for the cost of replacing any lost keys. Where duplicating a key is prohibited commercially, you must reimburse the government for replacement keys at a cost of \$10.00 each. You will be charged for missing keys when you terminate family housing. A housing representative will assist you with payment procedures. Also, you may have to reimburse the government for the cost of re-coring the lock, if required.

GROUNDS CARE: The government will maintain grounds beyond 50 feet of your home, or a reasonable natural boundary, which the housing representative can identify if needed. The government will also prune trees and shrubs beyond your capability and

will provide seed and fertilizer. Watch for seasonal announcements through the Hurlburt Commando, flyers, or other media.

APPLIANCES: The government provides and services ranges, refrigerators, and dishwashers. Assigned serial numbers for appliances are recorded on AF Form 227. If you experience problems with your appliances, telephone 581-2135 for repair. Please do not attempt repairs or adjustments yourself.

***Privately Owned Appliances:** Privately owned appliances may be used instead of government furnished ones if they fit in designated locations without modifying the housing unit. Notify the Housing Office, and arrangements will be made to remove the government appliance(s).

*** HEATING/AIR CONDITIONING FILTERS:** Residents are responsible for the periodic change-out of government furnished disposable filters, and cleaning of personally installed permanent filters. Disposable filters are available at the Self-Help Store and should be replaced every 30 days.

***BASE SELF-HELP STORE:** Before shopping elsewhere, see what's available at self-help. You may select from a variety of items, such as disposable HVAC filters, mulch, fertilizer, grass seed, landscape stones, and other basic items needed for simple repairs in the home, **as they are available**, to help maintain your home.

Section B--Resident Responsibility

SOCIAL VISITS: Housing residents are responsible for their guests. Your bonafide guest may visit up to 30 days. These social visits by bonafide guests do not constitute joint occupancy. Extensions may be approved by the Housing Manager.

LEAVE OR EXTENDED TDY: You must not leave your home unoccupied for an extended period of time (over 5 days). If you plan to be absent longer than this time, arrange for the security and prudent care of your home. You can fulfill this responsibility by notifying the Housing Office, in writing, of your intended absence and the name of the person you designate to perform normal maintenance, and to whom you are giving access to your home. Also, for patrol purposes, notify the security forces.

MAINTENANCE AND REPAIR: You are responsible for simple maintenance and repair of your home, as required by the Air Force. We expect you to take prudent care of your home and hold you responsible for routine maintenance, simple repairs and housekeeping, such as changing light bulbs, replacing heater and air conditioner filters, securing door stops, replacing sink stoppers, cleaning stove burners, plunging toilets and sinks, and basic insect control. Housing maintenance may still perform this work when your home is vacant or when emergencies arise. We encourage you to use the self-help store for supplies to assist you with maintenance and simple repairs. You may be required to reimburse the government for service if housing maintenance is called on to repair damage that you have caused. The Air Force has also established cleaning standards and we apply the standards equitably regardless of your grade or position.

LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT AND FURNISHINGS: You may be held accountable and liable for loss or damage to the Family Housing structure, equipment and furnishings if you, your dependents, or your guests cause the damage through abuse or neglect. While the amount of liability is limited to 1 month's basic pay in cases of simple negligence, you may be liable for the full amount of damages or loss for willful misconduct or abuse. AFMAN 23-220 provides guidance on determining responsibility and financial liability. It also explains when claims may be waived or limited; for example, if your guest or dependent causes the damage and you had no opportunity to prevent the damage. It also establishes procedures for processing reports of survey, requesting reconsideration and appealing un-waivered claims. It also explains how to request for remission of debts.

INSURANCE: We encourage you to consider buying commercial insurance (renters insurance) to cover your personal liability for government property and your personal property in case you have a major loss while residing in Family Housing. Renters insurance should clearly include personal liability coverage for loss or damage to family housing, furnishings and equipment. You might be able to obtain only liability coverage for government property without insuring your personal property. The Housing Office can inform you about replacement value of your home, based on net square footage and grade, authorized by public law. The Housing Office or Judge Advocate office can answer specific questions.

DETERMINING REPLACEMENT COSTS: Use the amounts shown in the table below to determine the replacement costs for each grade and bedroom size. Replacement costs are calculated based on the DOD Family Housing Cost Model.

Grade	Bedrooms	\$000
E1/E6	2	145
	2 (Modified)	160
	3	175
	4	210
	5	250
E7/E8 and O1/O3	2	160
	2 (Modified)	180
	3	200
	4	230
	5	270
E9	4	260
O4/O5	3	220
	4	250
O6	4	270
O7/O10	4	360
O7/O10 (Special Command Position)	4	395

DAMAGES TO HOUSING: When damages beyond reasonable wear and tear are determined to be your responsibility, you must meet Air Force standards when completing the repair or replacement. The Housing Office staff can fully explain your options to repair or replace damaged items and the method of payment.

REPAIR COSTS: The following list of most commonly damaged and destroyed items is not all-inclusive but shows **typical** costs. Costs may vary depending on circumstances, and include labor and materials. Typical damage, and repair and replacement costs are listed below. This is **for information only**, and you should not assume you will be charged the exact cost as listed.

Damage	Estimated Cost	Remarks
Broken window screen	\$20.00	
Large blinds	\$73.00	
Lost key	\$10.00	
Pet Damage	TBD	Inspector assesses damage
Patio glass door	\$150.00	
Small window blinds	\$40.00	
*Carpet	\$20.00 per SqYd	Inspector assesses damage
Strip excess wax	\$250.00	

ENERGY CONSERVATION: As a housing resident, we need your assistance in conserving energy. Fewer dollars for housing, and rising utility costs, require all of us to use good judgment and do what is prudent and practical to conserve utilities.

Water: Normal and reasonable use of water is not restricted. However, since excessive usage results in increased costs, we must eliminate waste. The approved watering schedule is provided below. Hurlburt Field has a permit for withdrawal of drinking water, and water may be restricted during dry weather to stay within our permit limits. Residents are encouraged to voluntarily conserve water to prevent watering restrictions.

Green Flag

Odd # houses may water on odd # days
Even # houses may water on even # days
0600-1000 **OR** 1800-2200
Not more than 30 minutes per section

Yellow Flag-Water Warning

Odd # houses water on Tuesday & Saturday
Even # houses water on Thursday & Sunday
0600-1000 **OR** 1800-2200
Not more than 30 minutes per section
Car washing at commercial car washes only

Red Flag-Water Crisis

Outdoor use of water is prohibited

Heating and Cooling: Recommended temperature settings are as follows:

	Day	Night
Heat	72	68
Air conditioning	73	76
Hot water heater setting should not exceed: <u>130</u> degrees		

Conserving these resources will result in large monetary savings for the installation without jeopardizing your health. Please help conserve utility usage. If anyone in your family has a health condition necessitating **emergency** service for air conditioning or heating, please furnish the Housing Office a copy of the medical documentation.

Electricity: You can help to conserve electricity by minimizing the use of electrical appliances and lights, especially during the peak demand hours of 0600 to 0800 and 1700 to 2000. Do not leave outside lights on during daylight hours.

ENVIRONMENTAL: Housing residents are required to support the base environmental protection program by complying with the following: Engine coolants, automotive grease, oil and oil filters, paint and other hazardous products will not be poured or allowed to accumulate on the ground, in the sewer system, or in the storm weather water drainage system. Residents should properly dispose of these products at the following locations:

Oils, filters, grease -- Hurlburt Automotive Skills Development Center

Auto batteries, tires, paint and any other hazardous waste products are disposed of by Contacting the Okaloosa County Solid Waste Office (651-7394/95). They will provide an appointment time for drop off of the item(s). This service is at no charge to the resident.

Burning of leaves/refuse is prohibited.

Removal of trees or shrubs is prohibited unless prior approval has been obtained on an AF Form 332.

Asbestos: Most of the housing on Hurlburt was constructed in an era when asbestos containing materials (ACM) were routinely used in construction materials. Asbestos materials are routinely found on furnaces, ducts, boilers, surface materials on ceilings and walls, resilient asphalt flooring, vinyl flooring, ceiling tiles, siding and other applications too numerous to list. **Asbestos, in its undisturbed state, poses no significant health concerns to residents.** If you are the resident of an older home, chances are it contains asbestos materials. Some simple precautions to observe are not to hang plants from insulated pipes or insulation; avoid scraping floor tiles, walls, or ductwork when moving furniture; don't damage/disturb (drill, sand, etc) your walls and ceilings. If you suspect you are being exposed to ACM, or notice any damage/deterioration of ACM, notify the Housing Office at 884-7505, or the Civil Engineer Environmental Section at 884-4651.

Lead-based paints (LBP) are no longer used in Family Housing. LBP may still be found in some of the older homes. Areas such as interior/exterior wooden doors, wood baseboards, interior/exterior window frames and trim, wood cabinet doors, and exterior metal trim are the most likely areas to find old, lead-based paint. It is highly advised that you don't drill/sand these areas (causing dust). In most cases, the old lead paint is well covered, and the potential hazard is very small. There are several things you can do to limit the possibility of exposure. Good housekeeping is good prevention. Painted surfaces which are not chipped or peeling should be checked and cleaned regularly to maintain serviceability. Wash or paint as needed, but only with a mild detergent and water solution. **Do not** use solvents or industrial strength cleaners, as they damage the integrity of the paint. For further information, contact the Housing Office (884-7505) or the Civil Engineer Environmental Section (884-4651).

CARE OF INTERIOR

Windows: Residents are responsible for cleaning the interior surfaces of all windows that are safely accessible (safely accessible is usually 6 feet or less).

Kitchen: Give special attention to maintaining appliances and cabinets. Clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. To avoid jamming the cutting mechanism in the garbage disposal, avoid placing fibrous material, such as onions and celery into it. Also, grease in the garbage disposal can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage. We recommend you use **non-adhesive** shelf paper in drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

Bathrooms: Clean tub and shower walls periodically with a product made to clean mildew.

Floors: Excessive water can cause damage to any floor. Use a quality wax remover to prevent wax build-up, and also pay special attention to corners and baseboards. **Do not use acrylic wax.** It leaves a very tough wax build-up on floors. If you use acrylic wax, our maintenance contractor has to spend additional time to strip the build-up. The additional labor costs involved will be transferred to you.

Carpets: Residents are responsible for the care/maintenance of government-installed carpet. If new carpet has been installed in your house, you will be required to sign a statement "new carpet was installed on this date and there are no spots/stains". If any spots/stains/damages are detected during your termination, you will be held liable for the damages.

Walls: Use mild soap and warm water for cleaning walls. You **must not** apply adhesive-backed materials, wallpaper or decals to the walls, since removal can cause damage. Use nails or picture hangers for hanging pictures and objects, and **do not** fill

holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls.

Insect Control: You are responsible for pest control and maintaining good housekeeping practices. Pest control items are available at the Self-Help Store. If infestation continues beyond 30 days, call Entomology at 884-6173.

***CARE OF EXTERIOR**

Windows: Residents are responsible for cleaning the exterior of first floor windows.

Carports and Patios: These areas must be neatly maintained, and not become cluttered and unattractive. Parking of boats/trailers and other recreational vehicles is prohibited except as specified in the “Recreational Vehicles” paragraph on page 11.

Grounds Care: You must care for the grounds up to 50 feet from your dwelling, or a reasonable natural boundary, and to the street in front of/beside of your house. The boundary may be identified as either halfway between your home and the adjoining home, a line marked by shrubbery or trees, or a fenced area. **If your yard is fenced inside the 50-foot line or inside the natural boundary, you must maintain both sides of the fence up to the natural boundary or the 50ft line.** You are expected to maintain a neat, well-kept lawn and yard. Family housing areas are inspected each Tuesday according to the standards listed in the table on page 9. Discrepancy notices are issued to residents not meeting appearance standards. Although Tuesday is the “official day” set aside for inspections, discrepancy notices can also be issued any time blatant violations are observed. Examples are; cluttered carport, trash/newspapers left on lawn or driveway. Repeated discrepancies are unacceptable and may lead to termination actions.

You may plant flowers, and are encouraged to do so. Do not plant seeds or beans that are poisonous, or which can be a hazard. **Keep your flowerbeds, curbs, street gutters, walkways, and driveway neat/clean and free of weeds and grass.** Fences and borders may be approved on a self-help work request (see Self-Help). Many family housing residents enjoy taking special pride in maintaining their homes, and the Air Force likes to recognize these people. As part of our community inspection program the base offers housing residents an opportunity to show you pride and compete for yard of the month.

Yard-of-the-Month: Yard-of-the-month competition is held from April through September. During these months, selected houses in each of Hurlburt’s four housing areas may be designated finalists for their particular area. Final selection of winners will be determined during a drive-about by a housing representative and the mission support group deputy commander. Winners receive an award certificate as well as a congratulatory letter signed by the mission support group deputy commander, a certificate and Lowes gift card from Eglin Federal Credit Union, and a gift card from AAFES. A “Commander’s House Beautiful Award” sign will also be placed in their front yard for one month. Winners are ineligible to compete for further awards in the same year.

***INSPECTION STANDARDS FOR FAMILY HOUSING**

	STANDARD
Lawn and Yards	Grass neatly trimmed. Area free of weeds, leaves, and pine needles. Edge along side of driveways and sidewalks, and keep grass/weeds out of gutters & cracks, to include street curbs/driveways/sidewalks. Trim grass and weeds along foundation of house, steps, fences, and air conditioners.
Shrubs and bushes	Trim throughout the year to a uniform shape and height (less than 4 ft). Residents have responsibility for all trees/shrubs less than 4 ft tall.
Exterior Housekeeping	Free of debris, paper, trash, tree limbs, and clutter. Toys and other personal items stored when not in use. Pet feces removed daily.

Discrepancy Notices:

First notice goes to occupant only.

Second notice goes to occupant, with a copy to member's First Sergeant.

Third notice in a 90 day period may result in housing termination action. Member's First Sergeant is once again forwarded all applicable details concerning the occupant's failure to maintain acceptable standards. A recommendation for housing termination may be forwarded at this time, as well.

Friendly Reminders: "Friendly Reminders" are frequently left by a housing representative. These are left as a courtesy, to call attention to a condition that requires occupant attention **before** it becomes a discrepancy. These reminders do not count as a discrepancy, but they may contribute toward a pattern of adverse conduct or behavior.

WATERBEDS: Waterbeds may be used through-out **main base** housing. **Occupants living in Commando Village are prohibited from using waterbeds.**

SWIMMING/WADING POOLS AND SPAS: Pools 12 inches deep by 6 feet in diameter must be emptied daily. Pools larger than 12 inches deep or 6 feet in diameter, and spas, must have an approved AF Form 332 prior to setup. These pools and spas must be equipped with a filtration and chlorination system. Pumps and other electrical items must be properly installed to meet local and current National Electrical Codes. No extension cords are permitted. Pools must be above ground and located behind the housing unit. Pools cannot be installed on patios or over utility lines. Pools must be located within a 4ft high chain-link fence. Fence gates must be equipped with spring-loaded latches to enable the gate to self-lock when closed. Gates must be locked when the pool is unattended. Upon termination of quarters, the lawn under the pool must be restored to its original condition.

TELEPHONE/CABLE TV: Most quarters have adequate telephone and cable outlets. The Housing Maintenance contractor is responsible for maintenance and repair of these jacks. If you have a problem, call Housing Maintenance first, not Sprint/Embarq. Additional jacks/lines may be installed at the occupant's expense. For additional information, contact the Housing Facilities Section at 884-6776, ext. 106. Cable television service provider is Cox Communications (796-1269). Satellite dishes up to 3 feet in diameter are permitted. Dishes may not be attached to the house. Locate the dish behind the house, or on the side lawn. An AF Form 332 for dish installation must be approved by the housing Office prior to installation.

Section C--Fire Protection

INSTRUCTIONS ON PREVENTION: Personnel will be directed to the Hurlburt Field Fire Prevention website for on-line instructions when they are assigned a house. You are to bring the course completion certificate to the Housing Office for inclusion in your housing records within 30 days of housing assignment.

FIRE EVACUATION PLAN: A home fire evacuation plan should be made with both primary and alternate routes of escape. Establishing and practicing your escape plan as a family activity, may save the life of your family. Please make the fire department aware of handicapped family members.

SMOKE DETECTORS: An inspection of smoke detectors should be performed at the initial inspection of your quarters. You are required to perform an operational test of the detector periodically, preferably once a month.

FIRE REPORTING: IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE NUMBER 911 IMMEDIATELY. GIVE THE FIRE ALARM OPERATOR YOUR NAME, HOUSE NUMBER AND STREET. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRES REGARDLESS OF SIZE.

FLAMMABLE STORAGE: **Never** store flammables in the home. Never store gasoline or other flammable liquids in an enclosure where a source of ignition is present (furnace or gas hot water heater room). Outside storage areas should be child proof.

BARBECUE GRILLS: Only adults should light and supervise grills. Keep grills away from building overhangs and porches, and always keep them at a reasonable distance (at least 10 feet) from any structure.

CLOTHES DRYERS: Check and clean lint traps in clothes dryers before or after each operation. Do not place plastic articles in the dryer.

COOKING APPLIANCES: Clean kitchen exhaust fan filters often to prevent accumulation of grease, and lessen the chances of a grease fire. **Never leave cooking food unattended.** If you have a cooking fire, cover the burning pan with a lid, turn off the appliance and call the fire department. **Never use water on grease fires! DO NOT attempt to move the pan!**

HOUSEKEEPING: Please do not let trash accumulate in closets, attics, storage areas, garages, or near any type of heater.

POWER EQUIPMENT: Turn off lawn mowers and power edgers before refueling.

Section D--Security Forces

SECURITY FORCES: The Installation Commander is responsible for controlling and safeguarding base property. The security forces routinely patrol housing areas. When notified, the security forces will usually investigate incidents under their jurisdiction. You may direct inquiries concerning law enforcement to the security forces at 884-6423.

***PARKING:** Parking space is limited. Please be reasonable and considerate, and talk to your neighbor when problems or misunderstandings about parking arise. You may park your privately owned vehicles in authorized parking areas only. Only park on the side of the street opposite where the fire hydrants are located. You **MAY NOT** park your car or motorcycle:

- Next to yellow curbs
- On seeded or grassy areas, dirt areas, yards, sidewalks, or patios
- Within 20 feet of a crosswalk
- Within 15 feet of a fire hydrant
- In front of Mail Boxes (blocking postal access between 0800 and 1800 Mon-Sat)

RECREATIONAL VEHICLES: Recreational vehicles such as; boats, trailers, jet skis, motor homes, and campers may be parked at your quarters for no more than 48 hours prior to use, and 48 hours after being used. This time is allotted for cleaning, loading, and unloading. Permanent parking for RV's may be available in one of the Hurlburt Housing RV lots. Contact the Housing Office for requirements, and to reserve a slot.

VISITOR RECEPTION: The main gate on highway 98 is the only visitor reception center.

***FIREARMS:** The housing occupant (active duty member), his/her organization, and Security Forces are responsible for control, registration, and safe storage of privately owned weapons (POW) kept in base housing. The governing directive for control of privately owned weapons is HFI 31-101, Control of Privately Owned Weapons, dated 30 May 2008. In accordance with HFI 31-101, paragraph 5.4, "Each organization on Hurlburt Field will obtain POW registration from its members residing on-base and possessing firearms, using the AF Form 1314, Firearms Registration. Registration information and safe storage certification will be forwarded to 1 SOSFS Pass & Registration to update the Security Forces Management Information System."

FIREWORKS: For information on fireworks in family housing, contact the Security Forces at 884-6261.

CRIME STOP: For fast response to a crime in progress, call 911. For routine calls to Security Forces, call 884-6423.

Section E--Good Neighbors

Family housing and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

NOISE CONTROL: Excessive noise is the primary complaint received in the housing office. Many residents work shifts and sleep during the day. Please be considerate.

Parties - Many complaints can be avoided by informing neighbors before having a party.

Excessive stereo and television volumes - Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your home.

CONTROL OF CHILDREN: Do you know where your children are?

Supervision - Please supervise your children closely. Never leave children under 10 years of age alone.

Playground - Avoid using your neighbors' yard and housing area streets as your child's playground. Use housing area playgrounds nearest you.

***PETS:** Pets must be leashed or in a fenced yard when outside. You must regularly clean your pet area to control and prevent vermin infestation. Collect and discard feces **daily**. Respect the privacy of your neighbors, and do not let your pet become a neighborhood nuisance with excessive barking. If a stray pet is observed in family housing, report it to Security Forces, 884-6423. If you know the residence address where it belongs, follow up with a courtesy call to the Housing Office for further actions, as deemed appropriate.

Farm, ranch or wild/exotic animals are prohibited. See **HFI 48-101, Control of Pets**, for the rules governing pets maintained on base. The raising or breeding of animals for commercial purposes on Hurlburt Field is prohibited.

Numbers - The number of pets authorized in Hurlburt Field housing is limited to **two** per household (small caged animals, birds, and fish are excluded). Requests for exception must be made, in writing, to the Housing Office for approval. Litters must be adopted out prior to 90 days of age.

Registration – Pets must be registered with the Eglin AFB Veterinary Clinic (Bldg 888) within 5 working days of accepting housing, or after acquiring the animal. A registration tag will be provided, free of charge.

REPAIR WORK: To maintain the desired appearance in housing areas, and in consideration of your neighbors, you may not perform major repair work on vehicles or boats in the housing area--use the auto hobby shop.

Section F--Special Climatic Situations

HURRICANES: Hurricane season runs from June through November. Keep a supply of batteries, non-perishable foods, water, and other equipment you may need when a hurricane strikes.

Listen for Security Forces announcements concerning evacuation.

Secure outdoor objects that might be blown away. Garbage cans, garden tools, toys, signs, porch furniture can all become missiles of destruction in hurricane winds. Anchor them, or store them inside before the storm strikes.

Drinking Water: Store drinking water in clean bottles and jugs. The water supply could become contaminated through flooding.

Batteries: Check your battery powered equipment. Your radio may be your only link with the world outside during a hurricane. Emergency cooking facilities, equipment, lights, and flashlights will be essential if utility services are interrupted.

Vehicles: Keep your car fueled. Service stations may be inoperable for several days after a storm due to flooding or lack of electrical power.

Alert Warning: A 3-5 minute steady tone is an imminent peacetime emergency. (Tornados, earthquakes, floods, etc.) Monitor radio or TV for instructions. Unless told otherwise, remain indoors away from windows.

Information Radio: Hurlburt Information Radio comes to you via 1050AM, 1260AM, 100.5FM, and 99.5FM. During times of emergency, such as; severe weather, tropical storms, hurricanes, etc., you'll need to stay tuned for the latest information. You may also call the Weather Forecaster at 884-7423/884-6527. Please pay close attention to the Commander's Access Channel, as well.

Preparation and Evacuation

Due to Hurlburt Field's location along the intercoastal waterway, some, or all of our housing areas may have to be evacuated when our area is threatened by an impending hurricane or severe tropical storm. **Soundside Manor** may be evacuated because of the potential flooding that could occur as the storm approaches landfall. Portions of other areas may have to be evacuated due to flooding caused by heavy rain. The **evacuation order** will be given by the installation commander. Residents do not have the discretion of staying or leaving. They **must** evacuate if the order is given.

Sandbags: Depending on the situation, sandbags may be pre-filled for housing residents. Otherwise, residents may obtain empty bags from the Self-Help Store to fill their own. Pay close attention to base announcements for sandbag information leading up to a storm.

BAH Procedures: When an evacuation order has been given by the installation commander, the Housing Office will process all the paperwork to start an individual's BAH for the period covered by the evacuation order. Once the evacuation order has been rescinded, and families move back into housing, the Housing Office will process paperwork necessary to stop BAH. Sponsors must notify the Housing Office when they move back into their quarters.

Pet Accommodations: Pets are not allowed in any public shelter. Pet owners must make arrangements for the care of their pets before seeking shelter in a designated public shelter. Pets may be left in your quarters, but you must ensure they have enough food and water to last them for several days. If you have different types of pets, they should be placed in separate rooms or areas. Even though they may get along well with each other, they may not do as well under the stress of a hurricane. If you decide to keep your pets with you during an evacuation, you will need to seek refuge in a motel that will allow pets. Contact PAWS at 243-1525 (FAX 664-0445). They can furnish a list of "pet friendly" motels.

Section G - Community/Residential Activities

LAWN, GARAGE AND CARPORT SALES: These sales are permitted. Residents may place signs announcing the sale in front of their quarters, or at the entrance to their specific housing area. Signs will not be posted along the roads leading to/from base entry points, or along highway 98. Signs may be placed no earlier than 24 hours prior to the sale, and must be taken down no later than 24 hours after the sale. Sales must be held between the hours of 0800-1600.

BUSINESS ENTERPRISES: Some businesses for profit may be conducted from your home. Send a written request describing the business to the Commander, 1 SOMSG through the housing office. Contact the Housing Office or legal office for additional information and guidance.

SOLICITATION IN MILITARY FAMILY HOUSING: Solicitation, fund raising, scout activities, school sales, etc., require prior approval of the Mission Support Group Commander. Route your request through the Housing Office.

Section H--Self-Help Work: You may do self-help work in your home if the proposed work is relatively simple and is primarily for your benefit. Normally, a self-help project is to improve living conditions and must not generate additional maintenance or repair costs. For example, you may not drill holes, install nails, etc., in aluminum siding on the exterior walls, overhang or carport ceiling.

REQUESTING SELF-HELP WORK: Complete an AF Form 332 (available from the Housing Office) to request approval for self-help work. Coordinate the AF Form 332 with the Housing Office and submit to the Civil Engineer Squadron customer service section for approval. Do not begin work until coordination and approval are complete. The following are examples of self-help work, which are normally approved: Utility sheds (prefab only), fences, antennas, dog runs, and patios.

Standards and Specifications: The Housing Office can provide standards for authorized self-help projects (fence, CB antenna, satellite dish, etc.). An inspector will periodically inspect your project while work is in progress, or you may schedule an inspection by contacting the housing office Facilities Section, 884-7505, extension 106. A certified electrician must complete all electrical wiring.

Painting Interior Walls: Before painting, you must obtain an approved AF Form 332. If you have painted the interior walls with any color other than the housing standard, you will be required to apply primer (Kilz) to the walls prior to your Final Inspection for housing termination.

DISPOSITION OF IMPROVEMENTS: When you get ready to move, you must remove self-help work before your final inspection. When you remove your self-help project, you must restore the area to its original configuration. Consult with the housing representative at your pre-final inspection about removing self-help work and restoring surfaces.



DO NOT ACCOMPLISH SELF-HELP WORK WITHOUT KNOWING THE STANDARD AND OBTAINING PRIOR APPROVAL

Section I--Termination of Family Housing

GIVING NOTICE: We require 40 days notice of your vacating date (short notice PCS excepted). When you know you are leaving, please do not wait for a hard-copy of orders to call or visit the Housing Flight for departure arrangements. If you notify us promptly, we can schedule your pre-final and final inspections at your convenience, and can help you with your coming move. Remember to ask us about relocation assistance for family housing and community housing at your next location.

PRE-FINAL INSPECTION: This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and providing you an opportunity to ask any specific questions. During the inspection, the housing representative and a representative from Housing Maintenance will identify normal maintenance to be accomplished and also identify damages above normal wear and tear. The housing representative will provide a cleaning checklist and can discuss your individual cleaning needs.

If you will be unavailable at your final inspection, notify the Housing Office in advance. They will provide guidance, but remember **you are solely responsible for your final clearance from family housing.**

FINAL INSPECTION: This is not a "white glove" inspection, but rather an inspection to make sure you have met the cleaning standards and to identify maintenance requirements not noted at your pre-termination inspection. If you fail your final inspection, you will need to correct the discrepancies noted and schedule a re-inspection as soon as possible. If you fail the re-inspection the Housing Office may exercise the option of hiring a commercial house cleaner to clean your housing unit. If they do, you will be charged the cleaning fee.

*USEFUL TELEPHONE NUMBERS:	
Fire Department/Ambulance	911
After Hrs Lockout (Fire Dept)	884-6683
After Hrs Emergency Maintenance	884-6683
Hospital Appointment Desk (Eglin)	883-8600
Emergency Room (Eglin)	883-8227
Crime Stop	911
Law Enforcement Desk	884-7777
Housing Office	884-7505 ext.100
Housing Maintenance	581-2135
Veterinary Services (Eglin)	882-2233
Cox Cable	796-1269
Base Exchange	581-0030
Commissary	881-2139
Weather Forecaster	884-7423 / 884-6527
PAWS	243-1525
Security Forces--to report stray pets	884-6423
CE disposal of dead animals (not pets)	884-6173